



**City of Neenah**  
**Common Council Agenda**  
**Wednesday, May 20, 2026 at 6:00 PM**  
**Neenah City Hall – 211 Walnut Street**  
**Council Chambers**

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- I. Roll Call and Pledge of Allegiance
- II. Proclamations
  - A. National Public Works Week May 17 – 23, 2026
- III. Introduction and Confirmation of Mayor’s Appointment(s) - None
- IV. Approval of Council Proceedings
  - A. [Approval of the Council Minutes and Proceedings of May 6, 2026 regular session.](#)
- V. Public Forum
  - A. Speakers should give their name and residential address (not mailing address) and are allowed five minutes to speak on any topic.
- VI. Mayor/Council Consideration of Public Forum Issues
- VII. Consent Agenda (Unanimous Consent)
  - A. Receive and place on file the Police Department's 1st Quarter Statistics
  - B. Temporary Extension of Licenses Premises Application to Lion’s Tail Brewing Co., for Smoke on the Fox, 116 S Commercial Street, to be held on June 8, 2026, from 5:00 PM to 10:00 PM.
- VIII. Reports of Standing Committees
  - A. [Regular Public Services and Safety Committee meeting of May 12, 2026:](#) (Chairman Weber/Vice Chairman Pollnow) (Minutes can be found on the City website)
    - 1. Committee recommends Common Council enact Ordinance 2026-07 regulating E-Bikes and E-Scooters, and mandating helmet wear by those users under Section 16.
  - B. [Regular Finance and Personnel Committee meeting of May 11, 2026:](#) (Chairman Erickson/Vice Chairman Ellis) (Minutes can be found on the City website)
    - 1. Committee recommends Council approve conducting a market review in the amount of \$22,950 with Cottingham & Butler
    - 2. Committee recommends Council approve the First Amendment to the Edgewater Door Development Agreement
    - 3. Committee recommends Council approve the proposed Capital Project Carry Forwards from 2025 to 2026.
    - 4. Committee recommends Council approve the proposed Information Systems restructuring as detailed in Director Schroeder and Director Baraber's memo dated May 11, 2026. (Attachment)
    - 5. Committee recommends Council reclassify the Mechanic Assistant to a Mechanic, and to create a Lead Mechanic position. (Attachment)

6. Committee recommends Council approve the internal equity increases for four employees. (Attachment)
- IX. Reports of Special Committees and Liaisons and Various Special Projects Committees
    - A. [Regular Plan Commission meeting of May12, 2026](#): (Council Rep Steiner)  
(Minutes can be found on the City website)
      1. Meeting cancelled, no report.
    - B. [Board of Public Works meeting of May 14, 2026](#): (Vice Chairman Ellis) (Minutes can be found on the City website)
      1. Informational only items, no report.
    - C. [Report from the Business Improvement District Board \(BID Board\) Meeting of May 19, 2026 – Alderman Ellis](#)
    - D. [Report from the Library Board Meeting of May 20, 2026 – Alderman Erickson](#)
    - E. [Report from the Neenah Arts Council of May 13, 2026 – Alderman Erickson](#)
    - F. [Report from the Landmarks Commission May 13, 2026 – Alderman Weber](#)
  - X. Presentation of Petitions
    - A. Any other petition received by the City Clerk’s Office after distribution of the agenda.
  - XI. Council Directives
  - XII. Unfinished Business
  - XIII. New Business
    - A. Any announcements/questions that may legally come before the Council.
  - XIV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk’s Office (920) 886-6100 or [e-mail clerk@neenahwi.gov](mailto:clerk@neenahwi.gov) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

# Proclamation



## OFFICE OF THE MAYOR CITY OF NEENAH

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Neenah; and,

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector; and,

**WHEREAS**, public works professionals are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in the City of Neenah to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

**NOW, THEREFORE, BE IT RESOLVED**, that I, Brian Borchardt, Mayor of Neenah, Wisconsin do hereby designate the week May 17 – 23, 2026 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

### NATIONAL PUBLIC WORKS WEEK

Signed and sealed this 20<sup>th</sup> day of May 2026.



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MAYOR OF NEENAH



AN ORDINANCE: Public Services and Safety  
Re: Repealing and Replacing Chapter 16 Article IV  
Operation of Bicycles and Electric Scooters and  
Bicycles.

ORDINANCE NO. 2026-07  
Introduced: \_\_\_\_\_  
Committee/Commission Action: \_\_\_\_\_

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

**Section 1.** Chapter 16 ARTICLE IV STREET Operations of Bicycles and Electric Scooters, of the Code of Ordinances of the City of Neenah are repealed and replaced in its entirety.

### ***ARTICLE IV. Operation of Bicycles and Electric Scooters and Bicycles.***

**Sec. 16-160 Electric scooter, electric bicycle and bicycle regulations.**

(a) *Purpose.* The purpose of this ordinance is to promote the safe and enjoyable use of sidewalks, trails, and bicycle ways within the City of Neenah by restricting the use and prohibiting reckless or unsafe operation of bicycles, electric bicycles, and electric scooters.

(b) *Definitions.*

As used in this chapter:

- (1) "Bicycle" means every device propelled by feet or hands acting upon pedals or cranks and having wheels, any two of which are not less than 14 inches in diameter.
- (2) "Electric bicycle" (e-bike) means a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts (1 horsepower) or less and that meets the requirements of any of the following classifications:
  - 1. "Class 1 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
  - 2. "Class 2 e-bike" is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
  - 3. "Class 3 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

- (3) "Electric scooter" (e-scooter) means a device weighing fewer than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not greater than 20 miles per hour on a paved level surface when powered solely by the electric motor. "Electric scooter" does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.
- (c) *State laws applicable.* Every person using an e-scooter or e-bike upon a public roadway shall be subject to the provisions of all ordinances and state laws applicable to the operator of any vehicle, except the provisions thereof applicable to the equipment of vehicles and other provisions that, by their nature and context, would have no application.
- (d) *Where prohibited and Restricted.* No e-scooters or e-bikes shall be operated on any public sidewalks, any City-owned parking ramps; or any roadway, trail, path, or property where a sign is erected indicating that bicycles and/or e-scooters and/or e-bikes are prohibited or otherwise restricted. Notwithstanding the provisions of subsection "f" hereof, at the locations indicated below, in subsections (1) and (2) hereof, e-scooters and e-bikes must be walked, with the rider off the device, guiding it along by hand while walking along side.
- (1) Main Street and Wisconsin Avenue from W. Doty Avenue to S. Commercial Street.
- (2) Any other bicycle way, location or place where regulatory signage so indicates.
- (e) *Riding on roadway.*
- (1) Every person using an e-scooter or e-bike upon a two-way public street shall ride as near as practicable to within five feet of the right curb or edge of the roadway, except when passing another vehicle or making a left-hand turn; and when riding in groups, users of e-scooters or e-bikes shall ride in single file, except on residential streets which are not divided by painted or other marked extra lines where they may ride two abreast. On one-way roads, the user may ride as near as practicable to within five feet of the left-hand or right-hand curbs or edges of the roadway.
- (2) Persons using e-scooters or e-bikes shall not impede the normal movement of motor vehicle traffic.
- (f) *Bicycle ways.* Operation of e-scooters or e-bikes shall be permitted on any ways, lanes, trails, paths, or other property designated for the use and operation of bicycles.
- (g) *Unsafe operation.* No person shall unsafely operate an e-scooter or e-bike in the City of Neenah. Unsafe operation includes but is not limited to the following:
- (1) Clinging to other vehicles. No person using an e-scooter or e-bike shall cling to, attach themselves to, or in any manner permit themselves to be pulled or towed by any moving vehicle.
- (2) Towing of persons, vehicles, trailers. No person using an e-scooter or e-bike shall tow, drag, or cause to be drawn behind the e-scooter or e-bike any coaster wagon, sled, toy vehicle or any similar vehicle, trailer, person on in-line or roller skates, or any other type of conveyance.
- (3) Contests with other electric devices or vehicles. No person using an e-scooter or e-bike shall participate in any race, speed, or endurance contest with any other e-scooter or e-bike or moving vehicle on a city roadway.
- (4) Stunt riding. No person using an e-scooter or e-bike shall practice any fancy or acrobatic riding, wheelies, or other stunts, while operating such e-scooter or e-bike.

- (5) Trick riding. No person shall operate an e-scooter or e-bike without having manual control of the handlebars or in any other manner which necessitates the element of unusual extraordinary skill and involves unnecessary risk.
- (6) Carrying of passengers. No person shall operate an e-scooter or e-bike with another person upon said e-scooter or e-bike unless such e-scooter or e-bike is so designed and equipped to carry more than one person.
- (7) Speed. No person shall operate an e-scooter or e-bike at a speed greater than is reasonable and prudent under existing conditions or in excess of any posted speed limit.
- (h) *Observance of traffic regulations and speed limits.* Every person using an e-scooter or e-bike upon a public roadway shall obey all the instructions of official traffic-control devices, signs, and signals applicable to motor vehicles and shall not operate an e-scooter or e-bike at a speed greater than the posted or otherwise applicable speed limit.
- (i) *Yielding to traffic.* The operator of a vehicle shall yield the right-of-way to a person using an e-scooter or e-bike in the same manner as for bicyclists and pedestrians. When using an e-scooter or e-bike, every person shall, upon entering a public roadway, yield the right-of-way to motor vehicles, except a person using an e-scooter or e-bike shall be subject to the same regulations as bicyclists and pedestrians. Operators of e-scooters or e-bikes shall offer the right-of-way to bicycles in bike lanes, ways, trails, and on bike paths.
- (j) *Age limits.* No person less than eight years of age shall operate an e-scooter or e-bike on City roadways, except that persons six or seven years of age may do so during daylight hours if accompanied by an adult capable of remaining close enough to ensure the safe operation of the scooter by the six- or seven-year-old rider, such as by walking or running alongside, using their own e-scooter, e-bike, or bicycle, or engaging in similar proximal activity. This subsection is intended to permit usage of e-scooters and e-bikes by families and intentional groups of riders.
- (k) *Equipment regulations; lamps and reflectors.* Every person using e-scooters or e-bikes between one-half hour after sunset and one-half hour before sunrise shall be equipped with a lamp firmly attached to the front of such electric scooter exhibiting a white light to the front, and with a reflector or lamp mounted on the rear of the vehicle visible at a distance of 500 feet. The reflector shall not be less than two inches in diameter.
- (l) *Special Events regulations.* In addition to the restrictions of subsection (d) hereof, by the authority of the Neenah Police Department or the Director of Parks and Recreation, any area of the City whereupon a special event is present, signage may be temporarily placed to further restrict or prohibit e-scooters and e-bikes from being ridden, operated or present in such designated areas for reasonable periods of time before, during or after such special events.
- (m) *Penalties.* For a violation of any provision of this section the offender shall pay a forfeiture, exclusive of court costs, in the amount \$50 for a first offense, and \$100 for any second and subsequent violations.

## Sec. 16-161 Mandatory Helmet Use for Persons Under 16 Years of Age

- (a) *Purpose.* The purpose of this ordinance is to promote public safety, reduce the risk of head injuries, and establish clear guidelines for the mandatory use of helmets by individuals under the age of 16 who are involved in the operation of bicycles, electric bicycles (e-bikes) or electric scooters (e-scooters) under the jurisdiction and control of the City of Neenah.
- (b) *Definitions.*
- As used in this section:
- (1) "Helmet" means a properly fitted and fastened protective head covering designed for bicycle safety that meets or exceeds the impact standards set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation.
  - (2) "Bicycle" means every device propelled by feet or hands acting upon pedals or cranks and having wheels, any two of which are not less than 14 inches in diameter.
  - (3) "Electric bicycle" (e-bike) means a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts (1 horsepower) or less and that meets the requirements of any of the following classifications:
    1. Class 1 e-bike is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
    2. Class 2 e-bike is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
    3. Class 3 e-bike is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.
  - (4) "Scooter" means a device powered by human effort or by an electric motor, having a handlebar, deck, and wheels, that is designed to be stood upon or sat upon by the operator.
- (c) *Helmet required.* Any person less than 16 years of age operating or riding on an e-bike or scooter on a public roadway, public sidewalk, public bicycle path, trail, bicycle way, or any other public right-of-way under the jurisdiction and control of the City of Neenah shall wear a properly fitted and securely fastened helmet.
- (1) A person under 16 years of age shall not operate a bicycle, unicycle, skateboard, or scooter, nor shall any person wear in-line or roller skates, nor ride upon a bicycle, unicycle, skateboard, scooter, in-line or roller skates as a passenger, at a public skate park under the jurisdiction and control of the City of Neenah unless that person is wearing a properly fitted and fastened protective helmet.
- (d) *Responsibility of Parent or Guardian.* No parent or guardian of any child shall authorize or knowingly permit such child to violate any of the provisions of this section.
- (e) *Enforcement.* This ordinance shall be enforced by the City of Neenah Police Department. Enforcement shall emphasize education and awareness in addition to violations.
- (f) *Penalty.* Except as provided herein, violation of this section is punishable by a forfeiture of not more than \$50. The parent or legal guardian having control or custody of the minor whose conduct violates this section shall be jointly and severally liable with the minor for the amount of a forfeiture imposed pursuant to this subsection.

(g) The court may waive any forfeiture for such person found guilty of violating the provisions of this section if the person supplies the court with proof that between the date of the violation and the appearance date for such violation the person purchased or otherwise obtained a helmet that meets the requirements of section 16-161(b)(1).

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Replaced and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: \_\_\_\_\_

Adopted: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Brian D. Borchardt, Mayor

Attest:

\_\_\_\_\_  
Charlotte Nagel, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney David C. Rashid  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1056542



## Memorandum

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**Date:** May 11, 2026

**To:** Chairperson Erickson and Members of the Finance and Personnel Committee

**From:** Matthew Schroeder, Director of Information Systems  
Heather Barber, Director of Human Resources & Safety

**RE:** Recommend Council approve the proposed Information Systems restructuring as detailed below.

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One of the city's long-time Programmer / Analysts will be retiring. They have been instrumental in enhancing productivity of all our staff with the systems they has created and supported over the years. Their skills, creativity, and dedication to the city are truly inspiring, and we will miss them dearly.

Over the past year, Information Systems staff has been actively working on transitioning off the iSeries platform. As maintaining this platform is this position's core responsibility, we have had some tough decisions to make. We do not feel we would be able to find a suitable candidate that could manage that platform for us, nor continue to support the custom applications that have been written. While we are not fully off the iSeries platform yet, we have accomplished a lot of the work, and we feel that between the skills our staff has, along with the possibility of contracting for additional help, we will be able to complete this transition successfully.

As we are nearing this person's retirement date, I started looking at staff responsibilities across all our staff and have been working closely with HR on a reorganization of duties. I have also been talking with our other IS staff to determine where some of these duties can shift to, and what other skills we could use in the department. From these discussions, a few items emerged:

- Help desk tickets and calls are currently being handled by all staff, with our PC-Network Specialist handling most. Consolidating these support functions further to one individual will increase staff focus on project work, helping complete those projects faster.

- With the growth of applications and systems we support over the past 15 years, we could use another position to help manage, support, and upgrade those systems. With more proactive management we should see a decrease in support tickets and calls.
- We have no position responsible for managing parts and cable inventories, and all ordering currently falls on the Director.
- We would like to increase our tracking of deployed devices that are difficult to track over the network, such as monitors, docking stations, headsets, etc.
- We have been trying to grow our self-help, knowledgebase, and training guides, but have struggled dedicating time to this.

To accomplish some of these items, and to support our city departments in the best possible way, we plan to shift some responsibilities around with existing staff and bring in a new position dedicated to help desk support, computer deployments, inventory, and training.

Our existing PC / Network Specialist has been with the city for 19 years, and has extensive experience with our current systems, making this a perfect opportunity to expand their responsibilities surrounding those systems, while pushing the help desk and computer deployments from their position, over to the new one. Additionally, we will be adding cybersecurity related tasks, such as monitoring our various security tools, to their role.

If approved by committee and council, the following position changes will occur:

- IS Director (Grade 19): No changes.
- Network Administrator (Grade 13): No changes.
- Programmer / Analyst (Grade 12): Title will be changed to more accurately reflect the position's duties. The new title will be Systems Developer. Due to only minor changes in duties, there is no proposed grade change.
- Programmer / Analyst (Grade 12): Upon the retirement, this position will be replaced with the proposed Help Desk – Computer Technician position. Based on the compensation consultant's review of the duties, this position will be classed as Grade 8, non-exempt. We are anticipating hiring in the range of \$55,000 (step 6) - \$64,000 (step 16), resulting in an annual decrease of approximately \$35,500 - \$26,500 to the IS budget.
- PC / Network Specialist (Grade 9): This position will be reclassified with the above detailed changes in duties. The new position title will be Systems Administrator. Based on the compensation consultant's review of the change in duties, this position will be changed to Grade 10, exempt. Following the 5% increase guidelines for a Grade increase provided by HR, this will result in an approximate annual increase of \$3,919.50 to the IS budget.

The overall budget impact will decrease following the implementation of these changes.

In the interest of making sure IS remains fully staffed and able to provide an appropriate level of service to staff, we intend to post the Help Desk position immediately versus waiting another 10 days until this goes to Council. In the event the Council does not approve the creation of this position, we will not move forward with the recruitment process. There is no cost associated with posting the position.

**Attachments:**

Classification Review - Systems Administrator - 04-29-26.pdf

Classification Review - Help Desk - Computer Tech - 04-29-26.pdf

COTTINGHAM & BUTLER  
**Total Rewards**  
Consulting

May 5, 2026

**MEMORANDUM**

**TO:** Heather Barber, Director of Human Resources and Safety, City of Neenah

**FR:** Ashley McCluskey, Compensation Analyst

**RE:** Classification Review: Systems Administrator

The city has submitted job documentation and has requested a classification review of a new position titled Systems Administrator, located in the City's Information Systems Department. Based on our evaluation, the following recommendation is provided:

**Systems Administrator Classification Review:** The Systems Administrator installs, administers, and supports the city's systems and applications; administers and enhances computer security and related tools; and works with user departments to configure and troubleshoot software and hardware. This position requires an associate's degree and at least four years of relevant experience. Following evaluation through our point-factor job classification system we recommend the position be placed in **Grade 10** of the current pay scale.

Please contact me with any questions on this review.

COTTINGHAM & BUTLER  
**Total Rewards**  
Consulting

April 29, 2026

**MEMORANDUM**

**TO:** Heather Barber, Director of Human Resources and Safety, City of Neenah

**FR:** Ashley McCluskey, Compensation Analyst

**RE:** Classification Review: Help Desk / Computer Technician

The city has submitted job documentation and has requested a classification review Help Desk / Computer Technician, previously titled Network Specialist, located in the City's Information Systems Department. Based on our evaluation, the following recommendation is provided:

**Help Desk / Computer Technician Classification Review:** The Help Desk/Computer Technician provides technical support for the city's systems and applications, configures and supports computer hardware and software, and works with user departments to configure and troubleshoot software and hardware. Minimum requirements of the position include an associate's degree in Computer Science, Management Information Systems, or a related field. Following evaluation through our point-factor job classification system, we recommend placement in **Grade 8** of the current pay scale.

Please contact me with any questions on this review.



*Dept. of Human Resources and Safety*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6102 • e-mail:  
hbarber@neenahwi.gov  
HEATHER BARBER  
*DIRECTOR OF HUMAN RESOURCES AND SAFETY*

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## MEMORANDUM

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Date: May 6, 2026

To: President Erickson and Members of the Finance and Personnel Committee

From: Gerry Kaiser, Public Works and Heather Barber, Human Resources

Subject: Shop Restructure

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Staff has identified the need for enhanced experience and skills as it relates to the fleet mechanics at the City Garage. Making the proposed changes would provide for a higher level of service in terms of the increased complexity of the work as a result of advanced technology in vehicles and equipment in addition to best positioning the function for the future.

Currently the City has a Fleet Supervisor, 4 Mechanics, and a Mechanic Assistant. In order to best meet the needs of the department, we are proposing the following:

Replace the Mechanic Assistant position (Grade 7) with an additional Mechanic (Grade 9). The employee currently in the Mechanic Assistant position is qualified for the Mechanic position, so this will not result in a layoff. The proposed cost of this change is \$3047.20.

Create a Lead Mechanic position in Grade 10 to act as the team lead among the mechanics. This position will be involved in providing work direction, troubleshooting the most complex repairs, and will be trained as backup in the higher-level administrative duties of the Fleet Supervisor. The proposed cost of this change is dependent on which of the current mechanics is selected for the position based on a hiring process, but would likely be approximately \$2,500.

In order to best utilize its resources, City Services chose not to fill a Streets Technician position in mid-2025 following a retirement in order to implement this

plan in 2026. The above-mentioned changes do not result in a change to the budget for 2026.

**Staff requests a recommendation to Council to reclassify the Mechanic Assistant to a Mechanic, and to create a Lead Mechanic position.**

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## MEMORANDUM

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Date: May 4, 2026

To: President Erickson and Members of the Finance and Personnel Committee

From: Heather Barber, Human Resources

Subject: Internal Equity Review

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There are several pieces that make up a successful compensation strategy. These include:

1. Internal equity – are employees paid fairly when compared to each other?
2. External equity – are employees paid fairly when compared to outside comparables?
3. Job classification – are employees duties reviewed appropriately allowing them to be placed in the appropriate grade?

In reviewing internal equity, it appears that our most recent hiring strategies in combination with the placement of senior employees into the most recent salary plan have resulted in inequity among employees.

To review internal equity, I sorted employees by grade, and then by time in their current position. I then looked at the step each employee was in and found that in a number of cases, our long term 20+ year employees are just a few steps above employees who were hired within the last couple of years.

In recent history Council has approved employees moving 1 step per year, so I used one step per year as a benchmark to look at potential solutions. Ideally, since each grade has 25 steps, the goal would be for any employee who has been in their current position for 25 years or more to be at step 25 of their pay grade. Adjustments for internal equity were not budgeted for 2026, so this level movement will need to be brought forward and budgeted over time.

In breaking this into manageable pieces financially, I looked for the most egregious differences in terms of years of service and current step. I found that there are currently 4 city employees who are not yet at 70% in terms of their step to years of service ratio. This ratio was calculated by taking an employee's time in position (in years) times 70% and comparing that to their current step. I would propose that the strategy moving forward would be to consider employees not yet at 80% for 2027, 90% for 2028, and 100% for 2029, depending on budgetary considerations.

**Staff requests a recommendation to Council to approve the internal equity increases for 4 employees.**